

## **Battle Town Council Environment Committee**

### **Estate Management Programme**

Procedures will comply with all relevant health and safety at work legislation. The Committee will seek to raise and maintain the awareness and understanding of the relevant legislation relevant to this management programme for all grounds staff.

Procedures will comply with all relevant environmental legislation and will aim to reduce any negative environmental impacts and pollution. The Committee will seek to raise and maintain the awareness and understanding of the environmental impact of this management programme for all grounds staff.

In accordance with Battle Town Council's 2019 'Statement on the Protection of our Environment', the Committee will endeavour to manage the estate in a way that is as **efficient, effective, economical and environmentally friendly** as practical.

For example, seeking to:

- Minimise resource consumption in functions under the management of the Committee (e.g. fuel, power and water).
- Reduce waste generation across functions under the management of the Committee by reusing, recycling and composting whenever possible, along with reducing the volume of waste.
- Conserve, enhance and, if appropriate, restore habitats for wildlife.

## **Management Programme for BTC Allotments**

### **Boundaries**

Hedges - cut back between November and February, then trim as required.

Trees - trim if necessary between November and February.

Trees – remove excessive ivy growth from tree trunks between October and February.

Fences and gates – inspect annually between October and April and undertake repairs or replacement as necessary.

Brambles – remove or cut back monthly during the growing season.

### **Paths**

Pathways - inspect annually between October and April and repair any paths deemed dangerous or which pose a potential hazard.

Boundary paths and main pathways from entrances - **mow/strim** fortnightly or monthly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk or Deputy / Asst to Town Clerk.

### **Untended areas**

Un-let plots – strim and weed-kill when required

Grassed areas – mow **when required** between March and September, **except in May** when grass paths are mown.

### **Water supplies**

Pipes and troughs - check monthly for leaks and report condition regarding need for maintenance and repair.

### **Notice boards**

BTC boards – wash in March and at other times as required.

Allotment notice boards – inspect annually between October and April and repair if necessary. **Remove out-of-date notices.**

### **Cherry Gardens Amenity Garden**

Grass – mow **when required** between March and September, **including during May**.

Boundaries – maintain as above.

Borders – weed **at least** monthly during growing season, then cut back and clear in autumn.

Seating - inspect annually between October and April and undertake **maintenance** as necessary.

## **Management Programme for Mansers Shaw**

### **Fences and Gates**

Inspect annually between November and February and undertake repairs or replacement as necessary.

### **Pathways**

Inspect annually between October and April and **undertake routine maintenance.**

Walk paths weekly and inspect for damage and signs of improper activity within the shaw.

Repair any pathways deemed dangerous or which pose a potential hazard.

Cut back any brambles etc. as necessary.

### **Trees**

Inspect throughout the year and report damage/disease to Town Clerk.

Undertake non-urgent tree surgery between October and February.

Remove excessive ivy growth from tree trunks throughout the year as time allows.

Undertake coppicing between October and February.

Check for swings monthly and remove as necessary.

### **Play Equipment**

Undertake safety inspection fortnightly (weekly during school holidays) and repair/replace/decommission as required.

### **Notice board**

BTC board – wash in March and at other times as required.

## **Management Programme for Guild Shaw**

### **Trees**

Inspect regularly throughout the year and report damage/disease to Town Clerk.

Remove excessive ivy growth from tree trunks throughout the year as time allows.

Undertake non-urgent tree surgery between October and February.

### **Boundary**

Boundary fences - inspect annually between October and April and undertake repairs or replacement as necessary.

Hedges - cut back between November and February, then trim as required.

Brambles – remove or cut back monthly during the growing season.

Poisonous plants – inspect hedgerows for poisonous plants throughout the growing season and remove them (e.g. Cuckoo-pint (*arum maculatum*)).

### **Grass**

Mow **when required** between April and September, **except in May when only access paths should be mown.**

### **'Bridge'**

Inspect annually between October and April and undertake repairs or replacement as necessary.

### **Seating**

Inspect annually between October and April and undertake **maintenance** as necessary.

### **Notice board**

BTC board – wash in March and at other times as required.

## **Management Programme for the Amenity Field**

### **Trees**

Inspect regularly throughout the year and report damage/disease to Town Clerk or Deputy / Asst to Town Clerk.

Undertake non-urgent tree surgery between October and February.

### **Boundary**

Hedges - cut back as required between November and February.

Brambles – remove or cut back as required during the growing season.

### **Grass**

Mow footpath as required between April and September and at other times if directed by the Town Clerk.

Mow in spring and remove arisings

Mow one half of the field in early summer and remove arisings

Mow remaining half of field in late summer and remove arisings

## Management Programme for NTR Recreation Ground

### Boundaries

Hedges - cut back between November and February, then trim as required.

Fences and gates – inspect annually between October and April and undertake repairs or replacement as necessary.

Poisonous plants – inspect hedgerows for poisonous plants throughout the growing season and remove them (e.g. Cuckoo-pint (*arum maculatum*)).

Brambles – remove or cut back monthly during the growing season.

### Trees

Inspect regularly throughout the year and report damage/disease to Town Clerk.

Remove excessive ivy growth from tree trunks throughout the year as time allows.

Undertake non-urgent tree surgery between October and February.

### Pathways

Inspect annually between October and April and **undertake routine maintenance.**

**Repair any pathways deemed dangerous or which pose a potential hazard.**

### Seating

Inspect annually between October and April and undertake **maintenance** as necessary.

### Notice boards

BTC boards – wash in March and at other times as required.

Notice boards and signs – inspect annually between October and April and repair as required. Replace damaged signs/notices.

Remove out of date notices as necessary.

## **MUGA**

Fencing and gates – inspect fortnightly for damage and repair as required.

Surface – inspect annually and report condition regarding need for repair and replacement.

Surface - power-wash as required.

Surface – repaint court markings as required.

Goals – inspect monthly and report condition regarding need for repair and replacement.

## **Tennis Courts**

Fencing and gates – inspect fortnightly for damage and repair as required.

Surface – inspect annually and report condition regarding need for repair and replacement.

Surface - power-wash as required.

Surface – clear weeds and moss, remove brambles and cut back foliage monthly.

Surface – repaint court markings as required.

Nets – inspect monthly and report condition to Town Clerk regarding need for repair or replacement.

## **Sheds**

Sheds – inspect annually between October and March and repair or decorate as required.

## **Pavilion**

Alarm and fire equipment – facilitate professional annual check.

Building – ~~clean weekly and~~ report damage and maintenance needs. Undertake any repairs/decoration as directed by the Town Clerk.

## **Car Park**

Surface – inspect quarterly and report damage and maintenance needs. Undertake any repairs as directed by Town Clerk.

Grass – strim/mow **when required** between April and September, **except in May when only access path should be cut if required.**

### **Adventure Play Area**

Play equipment – undertake safety inspection fortnightly (weekly during school holidays).

Ground surfaces – inspect fortnightly (weekly during school holidays) and repair as required and top up woodchip to at least minimum depth.

Boundary by stream – clear brambles and nettles etc. in March, then strim monthly until October.

### **Swings and Teenage/Adult Play Area**

Play **and gym** equipment – undertake safety inspection fortnightly (weekly during school holidays) and repair/replace/decommission as required.

Ground surfaces – inspect fortnightly (weekly during school holidays) and repair as required.

**Wash in March and at other times as necessary.**

**Fencing and gates – inspect fortnightly for damage and repair as required.**

### **Play Castle**

Inspect daily for graffiti and remove rude and offensive graffiti as soon as possible

Undertake safety inspection fortnightly (weekly during school holidays) and repair as required.

Ground surface – monitor surrounding grassed area and extend rubber reinforcement if necessary.

**Wash in March and at other times as necessary.**

### **Pétanque Terrain**

**Fences and gate – inspect annually between October and April and undertake repairs or replacement as necessary.**

**Rake surface when required.**

### **Health Pathway**

Surface – inspect fortnightly and report condition regarding repair required.

## **Cycle Skills Area**

Surface – inspect fortnightly and report condition regarding repair required

Grass - mow in early spring and remove arisings, then mow again in late summer.

## **Grass**

Mow **when required** between April and September, **except in May when only the edges adjacent to paths should be mown.**

Banks - **strim**/mow banks in early spring and remove arisings, then **strim**/mow again in late summer, remove arisings and **when appropriate**, distribute any wildflower seed to banks with fewer flowers.

## **Football pitches**

Inspect and mow weekly during football season; mark/repair as required.

Undertake post-season refurbishment in May

Senior football pitch – vertidrain in October.

## **Management Programme for Telham Recreation Ground**

### **Boundaries**

Hedges - cut back between November and February, then trim as required.

Fences and gate – inspect annually between October and April and undertake repairs or replacement as necessary.

Poisonous plants – inspect hedgerows for poisonous plants throughout the growing season and remove them (e.g. Cuckoo-pint (*arum maculatum*)).

Brambles – remove or cut back monthly during the growing season.

### **Trees**

Inspect regularly throughout the year and report damage/disease to Town Clerk.

Remove ivy from tree trunks throughout the year as time allows.

Undertake non-urgent tree surgery between October and February.

### **Seating**

Inspect annually between October and April and undertake **maintenance** as necessary.

### **Play Equipment**

Undertake safety inspection fortnightly (weekly during school holidays) and repair/replace/decommission as required.

Wash in March and at other times as necessary.

### **Grass**

Mow footpath and play area fortnightly between April and September (depending on weather conditions) and at other times if directed by the Town Clerk.

Mow wildflower meadow area (all grass except play area and footpath) in **early** spring and remove arisings and again in **July or August as weather permits** and remove arisings. Mow creative **access** paths within meadow area.

### **Notice board**

BTC board – wash in March and at other times as required.

## Management Programme for Cemetery

### Boundaries and pathways

Hedges - cut back between November and February, then trim as required.

Fences and gates – inspect annually between October and April and undertake repairs or replacement as necessary.

Poisonous plants – inspect hedgerows for poisonous plants throughout the growing season and remove them (e.g. Cuckoo-pint (*arum maculatum*)).

Paths - inspect annually between October and April and **undertake routine maintenance**. Repair any pathways deemed dangerous or which pose a potential hazard.

Gravel and tarmac paths – edge in May and October and at other times as directed by the Town Clerk. Apply weed-killer as required.

Gravel paths – Maintain to a depth that allows access by the infirm, removing gravel for storage in the first instance and replacing as required. Rake when necessary.

Grass paths – mow **when required** between April and September (depending on weather conditions) and at other times if directed by the Town Clerk.

Brambles – remove or cut back monthly during the growing season.

### Trees and shrubs

Inspect trees regularly throughout the year and report damage/disease to Town Clerk.

Remove excessive ivy growth from tree trunks throughout the year as time allows.

Undertake non-urgent tree surgery between October and February.

Trim branches between October and February to ensure clear passage along driveway and paths.

Shrubs – trim as required throughout growing season.

### Gardens of Remembrance

Gravel – weed **as required** during growing season. Apply weed-killer **as required and at other times if directed by the Town Clerk**.

Plots – remove dead flowers and non-regulation objects **whenever noticed**.

Glass vases – remove whenever noticed.

Lights - **remove whenever noticed**.

## Graves

Grass – mow/**strim when required** between April and September.

Plots – remove dead flowers and non-regulation objects **whenever noticed**.

Sinking plots – top up with soil and compost as it becomes available.

Glass vases – remove whenever noticed.

Lights - **remove whenever noticed**.

Ivy, saplings and overgrown shrubs – remove whenever time permits.

## Cremated Remains Area in Lower Cemetery

Grass – mow/**strim when required** between April and September.

Mow/strim bank in **July or August** after flower seed has set.

## Monuments

Conduct annual safety inspection in July

## Chapel

Flowerbeds – plant seasonally as agreed with Town Clerk and weed fortnightly.

## **Wildflower areas in Old Cemetery and Lower Cemetery**

**Mow in early March if weather permits**

**Mow winged orchid area again in late June or July as weather permits,**

**Mow remainder of areas again in July or August as weather permits, remove arisings and relocate some of the wildflower seed to top up the Natural Burial Area when appropriate.**

**Mow in September.**

**Mow edges adjacent to driveways and paths between April and September, depending on weather conditions.**

**Mow access paths as required.**

**Saplings etc – remove whenever time permits.**

**Do not use herbicide in or near wildflower areas.**

### **Natural Burial Area**

Mow in early March if weather permits, remove arisings.

Mow in July or August as weather permits, remove arisings.

Mow again in September, remove arisings.

Mow edges adjacent to driveways and paths fortnightly between April and September, depending on weather conditions.

Mow access paths as required.

Saplings etc – remove whenever time permits.

Do not use herbicide in or near wildflower areas.

### **Seating**

Inspect annually between October and April and undertake **maintenance** as necessary.

### **Composting areas**

Compost as much plant material as possible.

Compost heaps – tidy and turn as necessary and remove compost as required, taking care not to disturb wildlife such as grass snakes.

### **Tree Trail**

Check fortnightly to ensure that tree labels are in place and the trail is clear of brambles and trip hazards.

### **Notice boards**

BTC boards – wash in March and at other times as required.

Notice boards and signs – inspect annually between October and April and repair if necessary.

Request replacement information sheets when required.

## **Management Programme for other areas**

### **Area opposite The Chequers PH**

Grass – mow **as required** between April and September, **depending** on weather conditions.

Flowerbeds – **cared for by Beautiful Battle.**

Hedge - cut back between November and February, then trim as required.

### **Roundabout and oak tree area by Fire Station**

Tree - trim if required between October and February.

Seating - inspect annually between October and April and undertake **maintenance** as necessary.

Sign - wash in March and at other times as required (also ten-sixty-six statue information board by kebab shop).

Roundabout - mow 'wildflower meadow' in spring and remove arisings and again in late summer and remove arisings. Clean statue in March and at other times as required.

### **Town gates**

Gates – inspect annually and report damage and maintenance needs. Undertake any repairs/decoration as directed by the Town Clerk.

Gates – wash in March and at other times as required.

### **Abbey Green area**

Planters –water weekly/twice weekly as weather dictates during spring and summer and remove weeds.

Seating - inspect annually between October and April and undertake **maintenance** as necessary.

Trees – trim and shape if necessary between October and February.

Surface – inspect monthly for damage and undertake repairs as directed by Town Clerk.

### **Bus shelters**

Inspect fortnightly and **maintain** as necessary. Remove out of date notices and fly posting. Report any issues to the Planning & Transport Committee.

### **Market Square**

Seat - inspect annually between October and April and undertake repairs as necessary.

Tree – trim if required between October and February.

### **Fingerposts**

Check direction of fingers weekly and correct if necessary.

### **St Mary's Churchyard**

Paths - inspect annually between October and April and repair any pathways deemed dangerous or which pose a potential hazard.

Paths – edge in May and October and at other times as directed by the Town Clerk. Apply weed-killer as required.

Grass – Mow **when required** between April and September, **except in May.**

**Wildflower Meadow areas - mow in early spring and remove arisings, then mow again in late summer. Mow informal access paths and the edges adjacent to the formal paths as required.**

Trees - inspect trees regularly throughout the year and report damage/disease to Town Clerk.

Trees - remove excessive ivy growth from tree trunks throughout the year as time allows.

Trees - undertake non-urgent tree surgery between October and February after permission is received from the Dean.

### **Grass cutting contract**

Areas are not the direct responsibility of the Town Council but are on contract with East Sussex Highways for urban verge cutting

Verges cut a minimum of once a month between April and September, **except during May where agreed.**